



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 NO. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 12500.1

N04

04 DEC 2002

COMNAVREGSW INSTRUCTION 12500.1

Subj: ENVIRONMENTAL AND HAZARD PAY DIFFERENTIALS

Ref: (a) 5 CFR Part 532, Subpart E
(b) 5 CFR Part 550, Subpart I

Encl: (1) Environmental or Hazard Pay Differential
Request/Approval Form

1. Purpose. To provide policy and guidance for determining and approving eligibility for payment of environmental and hazard pay differentials.

2. Background. Civilian federal employees are entitled to payment of environmental and hazard pay differentials when their work environment contains hazards, physical hardships or unusually severe working conditions which cannot be eliminated or reduced to the lowest possible level. Legal authority to pay environmental and hazard pay differentials differs for Federal Wage System (FWS) and General Schedule (GS) employees as found in references (a) and (b), respectively. Appendix A of reference (a) lists the categories for which an environmental pay differential is payable to FWS employees. Appendix A of reference (b) lists the work situations for which a hazard pay differential is payable to GS employees provided that the hazardous duty or physical hardship has not been taken into account in the classification of the position.

3. Policy.

a. All hazards, physical hardships, and working conditions of an unusually severe nature shall be eliminated or reduced to the lowest level possible. When this is not possible, an environmental or hazard pay differentials may be warranted under the provisions of this instruction and references (a) or (b).

b. The number of personnel necessary to perform a function requiring exposure to explosive, toxic, or other hazardous conditions shall be kept to an absolute minimum.

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c. Work that is not an integral part of hazardous material work or explosive handling operations will be scheduled to avoid risk of accidental exposure.

d. Personnel should not be in close proximity of the hazardous material or explosive handling operations unless they are essential to the operation being performed. No employee will be paid environmental or hazard pay differential based on incidental, accidental or voluntary exposure.

e. Payment of environmental or hazard pay differentials shall be discontinued when conditions requisite for payment cease to exist.

4. Responsibility.

a. Assistant Chief of Staffs shall approve or disapprove requests for new environmental or hazard pay differentials. Program Managers and Site Managers shall ensure Base Commanding Officers are consulted prior to processing a request for approval

b. Supervisors shall:

(1) Ensure that environmental and hazard pay differentials are recommended for authorization consistent with this instruction and references (a) and (b).

(2) Reduce hazardous working situations and eliminate accidental, incidental or voluntary exposure to such situations.

(3) Request that the local Navy Occupational Safety and Health (NAVOSH) office investigate and analyze any identified unsafe or hazardous work situations.

(4) Consult with NAVOSH and Human Resource Office (HRO) representatives to determine if a work situation meets all criteria for payment of environmental or hazard pay differential. If all criteria are met, submit a recommendation to authorize environmental or hazard pay differential using enclosure (1).

(5) Ensure timekeeping records are annotated with the appropriate code for the applicable work situation resulting in such pay.

(6) Identify when conditions requisite for payment of an environmental or hazard pay differential cease to exist and when verified by NAVOSH, ensure that payments are discontinued.

c. Navy Occupational Safety and Health (NAVOSH) Office representatives shall:

(1) Review unsafe or hazardous work situations identified by supervisors.

(2) Advise on techniques and equipment to alleviate or mitigate unsafe or hazardous work situations.

(3) Render advisory opinions regarding the coverage and applicability of references (a) and (b) to identified work situations.

d. Human Resources Office (HRO) representatives shall:

(1) Provide guidance and assistance on administration of environmental and hazard pay differentials.

(2) Determine if hazardous duty is included in the classification of identified positions and the applicability of the classification standard.

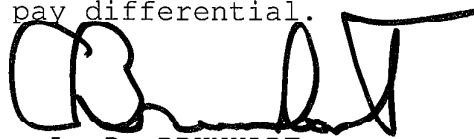
e. Resource Management Timekeeping representatives shall:

(1) Assign authorization codes for work situations that have been authorized for environmental or hazard pay differential.

(2) Provide guidance and procedures for completing timekeeping records and the specific amount of environmental or hazard pay differential to supervisors and employees

(3) Provide semi-annual reports to Program Managers on employees receiving environmental or hazard pay differential and the amount paid.

5. Union bargaining obligations must be met concerning payment of environmental and hazard pay differential.



A. D. BRUNHART
Deputy and
Chief of Staff

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ENVIRONMENTAL OR HAZARD PAY DIFFENTIAL REQUEST/APPROVAL FORM

PROGRAM: **A - L (...)** **M - W (...)**

BASE LOCATION: (...)

PROGRAM POINT OF CONTACT (Name; Telephone)

POSITION TITLE, SERIES, GRADE**POSITION DESCRIPTION NUMBER****LOCATION** (*Building No. For San Diego, include specific Base location*)

WORK SITUATION DESCRIPTION *(Describe briefly. Attach additional sheet if necessary)*

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OF EMPLOYEES IMPACTED: CATEGORY: DIFFERENTIAL RATE:

ENDORSEMENTS:

☐ **APPROVAL** **SUPERVISOR** (Name; Date) _____

☐ **APPROVAL** ☐ **DISAPPROVAL** NAVOSH REP (Name; Date) _____

Copy of narrative NAVOSH report attached.
Remarks

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☐ APPROVAL ☐ DISAPPROVAL HRO REP (Name; Date) _____

☐ **APPROVAL** ☐ **DISAPPROVAL** **SITE MGR** (Name; Date) _____

☐ APPROVAL ☐ DISAPPROVAL PGRM MGR (Name; Date) _____

DECISION

☐ APPROVED ☐ DISAPPROVED BASE CO (Name; Date) _____

☐ APPROVED ☐ DISAPPROVED ACOS (Name; Date) _____

Copy to:
Resource Management
Human Resources Office

Enclosure (1)